

COOK SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
2062	Cook's Helper	10	381	6 mo.	01/29/97
0904	Cook	10	381	6 mo.	01/29/97
0913	Head Cook	10	381	6 mo.	01/29/97

¹Promotional Line: 54, 55, 56, 192, and 206

Series Narrative

Employees in this series perform duties involved in the preparation and cooking of foods in quantity.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Cook's Helper **2062**

Employees at this level perform routine duties in the preparation of food. They work under direct supervision from a designated supervisor.

A Cook's Helper typically –

1. prepares items for steam counter, including such short order items as hot cereals, eggs, sausage, bacon, coffee, and toast as selected
2. assists in the preparation of meats, fish, vegetables, and other food for serving
3. assists in serving of food
4. cleans kitchen and washes and cleans kitchen utensils and equipment
5. assists in preparing salads and deserts
6. prepares cold plate combinations by arranging ingredients attractively and adding garnishes and dressing
7. prepares ingredients for and makes sandwiches
8. performs other related duties as assigned

Level II: Cook **0904**

Employees at this level perform general cooking and baking duties. They work under direct supervision from a designated supervisor.

¹See promotional line list in Index of Classes for classes included in each promotional line.

A Cook typically –

1. prepares and cooks meats, fish, gravies, vegetables, cereals, soups, fruit, and other forms of food
2. prepares and cooks foods for special diets from recipes formulated by a dietitian
3. assists in supervision of subordinates in the food service unit
4. assists in the preparation of salads and desserts
5. prepares and bakes cakes, pies, and hot breads as required
6. serves foods as required
7. cleans kitchen and washes and cleans kitchen utensils and equipment
8. performs other related duties as assigned

Level III: Head Cook

0913

Employees at this level are responsible for and assist in the preparation of large-scale cooking and baking. They work under general supervision from a designated supervisor.

A Head Cook typically –

1. supervises, instructs, and plans the work of others engaged in the preparation of large-scale regular meals and special diets
2. assists in cooking meats and vegetables, carves meats, and assists in and supervises preparation of salads and desserts
3. assists in the planning of menus
4. estimates food quantities to be cooked for a designated number of persons to be served according to menus
5. requisitions food supplies from storeroom through supervisor
6. assumes responsibility for sanitary conditions of kitchens, storerooms, and refrigerators
7. keeps records and makes reports
8. prepares and bakes cakes, pastries, and hot breads as required
9. serves foods as required
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Cook's Helper****2062**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of food terms and methods of preparing foods
2. ability and willingness to follow instructions

Level II: Cook**0904**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of materials and methods used in preparation of food on a large scale
2. knowledge of the use and care of utensils and equipment
3. knowledge of food values and nutrition
4. ability to do plain cooking on a large scale
5. ability to work with and supervise other kitchen employees
6. cleanliness

Level III: Head Cook**0913**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of experience in quantity cooking

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of materials and methods used in preparing foods on a large scale
2. knowledge of food values and nutrition

3. knowledge and mental development equivalent to that required for graduation from high school
4. ability to plan simple menus
5. ability to supervise and instruct subordinates
6. cleanliness

Cook's Helper.....	Edited
Cook	Edited
Head Cook.....	Edited